



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 4, 2007**

1. The meeting was called to order at 5:06 p.m.
2. **ROLL CALL:** Members Michael Robles-Wong, Avonnet Peeler, Michael Rich, and Executive Secretary Karen Willis.

ABSENT: Member Roberto Rocha

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

OTHERS IN ATTENDANCE: Pam Sibley, Frances Gong, Linda Justus and Terry Flippo.

3. **MINUTES:** The minutes of the regular meeting of January 24, 2007 were presented for Board approval. Member Peeler moved to accept, Member Rich seconded, and carried by a 3-0 vote.

4. **CONSENT CALENDAR:**

Board President Robles-Wong questioned why EMS Education Coordinator had been extended. Jill Kovacs stated that it is a specialized class and there are not many people who meet the qualifications. A member of the public stated that EMS Education Coordinator should have expired per the Civil Service Rules. Jill Kovacs stated that the file would need to be pulled in order to research why it had been extended. Board President Robles-Wong stated that the department that extended the EMS Education Coordinator eligible list needed to be advised of the Rule, and that Human Resources would need to hold a new exam due to the fact that the current list is expired. Questions were raised regarding the revised Administrative Technician I, Administrative Technician II, and Administrative Technician III specifications. Jill Kovacs explained that revisions to the series involved expansion to include a development services financial transactions specialization. Item 4-D was pulled from the Consent Calendar for further discussion. Member Peeler moved to accept the consent calendar with the exception of item 4-D, List of Specifications. Member Rich seconded and carried by a 3-0 vote.

Discussion: Regarding item 4-D, Board Member Rich stated that he would like to see the red lined copies of the revised specifications. Jill Kovacs stated that some specification changes are straightforward and some are complex. Board President Robles-Wong stated that in the case of a complex revision a brief report and summary of what had been changed would be helpful. Jill Kovacs suggested that the Civil Service Board could be copied on Bargaining Unit notices regarding specification changes which include the circumstances involved in specification changes.

Member Peeler made a motion to approve item 4-D. Member Rich seconded and carried by a 3-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2007:

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Assistant Engineer (Traffic)	1/5/2007	206-56
	Fire Building Code Compliance Officer	3/12/2007	207-17
	Junior Engineer	2/15/2007	206-64
	Library Technician (Volunteer Services)	1/30/2007	206-58
	Plan Check Engineer	2/16/2007	206-73

Police Officer (Academy Graduate)	2/26/2007	206-75
Police Officer (Lateral)	2/26/2007	206-74
Police Officer (Recruit)	3/5/2007	206-76
Program Specialist I/II (Integrated Waste Mgmt Program)	1/25/2007	206-63
Recreation Program Coordinator	1/31/2007	206-68
Senior Clerk	3/15/2007	207-06
Senior Electrical Engineer	2/1/2007	206-10PR
Stock Clerk	2/28/2007	207-19
Supervising Librarian (Adult Services)	1/18/2007	206-50
Supervising Librarian (Children's Services)	1/17/2007	206-49
Transportation Coordinator	1/5/2007	206-71

4-B ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED	EXAM NO.
Computer Services Coordinator	10/10/2006	206-53
Electrical Helper	9/13/2006	206-47
EMS Education Coordinator	4/13/2005	205-10
Fire Apparatus Operator	9/19/2006	206-08PR
Fire Captain	10/12/2005	205-46PR
Jailer	10/20/2005	205-48

4-C ELIGIBLE LIST EXPIRED/ CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Administrative Management Analyst	9/12/2006	206-44PR
Asst Line Superintendent	10/19/2006	206-54
Engineering Office Assistant	10/18/2006	206-46
Maintenance Worker I	3/1/2006	205-58
Office Assistant	10/17/2006	206-55
Permit Technician I	10/3/2006	206-51
Permit Technician III	8/28/2006	206-43
Planner III	4/5/2006	206-15
Public Safety Dispatcher	3/10/2006	205-25/26
Redevelopment Manager	10/5/2006	206-45PR
Utility Accountant	10/9/2006	206-57PR

4-D LIST OF SPECIFICATIONS:

Administrative Technician I (Revised)
Administrative Technician II (Revised)
Administrative Technician III (Revised)
Development Manager (Revised)
Public Works Supervisor (Revised)

5. REGULAR AGENDA ITEMS

5-A Activity Report - Period of December 1, 2006 through February 28, 2007

Board Member Rich asked if any of the separations were disciplinary. Jill Kovacs stated that there had been one disciplinary separation. Member Rich stated that there seems to be a large number of separations within the City.

5-B Civil Service Rules Review

Jill Kovacs explained that Human Resources analysts each went through Avonnet Peeler's copy of

the Rules, on which she had made notes, and made additional margin notes. Board President Robles-Wong asked whether or not the Bargaining Units and the City Attorney had seen copies. Jill Kovacs stated that the process had not reached that stage, everything is still very preliminary and any corrections are still only thoughts. Board President Robles-Wong stated that he would like more input at a non-regular meeting after the Bargaining Units have provided input. He stated that he would like to redirect the Rules back to Karen Willis, and would like to supply a note and copy to the City Attorney. Member Rich requested that routine language changes such as updating "Personnel" to "Human Resources" be separated from the substantive items to be reviewed. Jill Kovacs stated that Human Resources staff would identify such issues. Member Peeler stated that illegal controlled substances have to be treated separately from alcohol under Article 6, Section 1-C. Board President Robles-Wong added that Under Article 6, Section 7, the test process systems are too broad and need to be more specific. He stated that he would like a copy of the noted Rules sent to the City Attorney and Bargaining Units prior to the next meeting, and have them provide a list of suggested changes, concerns, or additions if not already noted. The Board agreed that the next step in the Rules revision process would be decided at July's regular meeting.

Board Member Rich asked if the City has an affirmative action plan. Jill Kovacs stated that there is a policy prohibiting discrimination, but that affirmative action reporting was discontinued a number of years ago.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

Pam Sibley, a member of the public, stated that she hoped that Civil Service procedures could be as they once were. She stated that in the reclassification process you are required to test for your own job, and then you are required to go on probation for another year with no change of duties. She also stated she feels like that Civil Service process has lost its integrity. Board President Robles-Wong stated that he is familiar with the Civil Service Process and feels like something is missing. He stated that he would like a thorough evaluation, and for staff to go back and look at examples of similar situations. Board Member Rich agreed and stated that the clearest examples would need to be found or it may get too confusing. Executive Secretary Willis stated that the Bargaining Units are always notified in a reclassification situation.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

(None)

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis shared that Board Member Rocha had broken both wrists which lead to him being unable to attend the meeting. She stated that she would check on him in the upcoming week to see how he was doing. She also shared that the Civil Service Ordinance had gone through the City Attorney and had been approved. The next step is to schedule it for Council. Board Members will be notified when that particular Council Meeting will take place.

9. Due to the July 4th Holiday the next Civil Service Board Meeting will be held on July 11, 2007.

10. There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board